

Motions For Order Confirming Stay Is Not In Effect

NOTE: Use of LBF #720.95 is required.

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Order Upload**.
- STEP 3.** Click on **Upload Order -No Separate Motion**.
- STEP 4.** The **Order Type** and **Case Number** screen displays.
- ☐ Select the Order Type **Relief from Stay** from the drop-down list.
 - ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 5.** The **Order Description** and **Hearing Date** screen displays.
- ☐ Select the Order Description **Order Confirming Stay Is Not In Effect and Order Thereon** from the drop-down list.
 - ☐ Leave the **Hearing Date** blank
 - ☐ Click **Next**.
- STEP 6.** The File to Upload screen displays.
- ☐ Click **Browse** to select the appropriate PDF to attach.
 - ☐ Click **Next**.
- STEP 7.** A screen displays confirming that your proposed order was successfully submitted to the Court.
- ☐ If you would like to upload another order with no separate motion, click **Do it again**.